ESG Academy

Environmental & Social Due Diligence (ESDD) Report

For [Project Name]

Prepared by: [Your Name / Firm]

Date: [Month, Year]

Executive Summary

- **Project overview**: short description (location, size, technology).
- **Key findings**: top 3–5 risks/issues.
- **Overall conclusion**: alignment with IFC standards, critical gaps.
- **Priority actions**: list of immediate mitigation measures.

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1. Introduction

- **Purpose of the assessment**
- **Scope & methodology** (document review, site visits, stakeholder interviews)
- **Standards referenced**:
    - IFC Performance Standards (PS1–PS8)
    - World Bank Group Environmental, Health & Safety (EHS) Guidelines
    - ILO Core Conventions
    - OECD Guidelines for Multinational Enterprises
    - Relevant national legislation

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2. Project Description

- **Project sponsor / developer**
- **Project type** (e.g., gas-fired power plant, solar PV farm, wind project)
- **Capacity & scale**

- **Location & associated facilities** (grid connections, transmission lines, access roads, fuel supply chain)
- **Lifecycle stage** (planning, construction, operation, decommissioning)

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3. Governance & Management Systems

- **Corporate governance**: board oversight, anti-corruption, ESG reporting.
- **Environmental & social management system (ESMS)**: existence, policies, certifications (ISO 14001/45001).
- **Grievance mechanisms**: workers and community access.
- **IFC PS reference**: PS1.

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4. Supply Chain Assessment

- **Critical suppliers / contractors**
- **Supply chain risks**: labor exploitation, environmental compliance, forced/child labor.
- **Traceability & audit practices**
- **IFC PS reference**: PS2, PS6.

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5. Labor & Working Conditions

- **Workforce profile** (direct vs. contracted).
- **Hiring, contracts, wages, benefits**.
- **Freedom of association & collective bargaining**.
- **Health & safety programs**.
- **IFC PS reference**: PS2.

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6. Community Relations & Social Impacts

- **Stakeholder engagement**: consultations, grievance channels.
- **Land acquisition / resettlement** (if applicable).
- **Impacts on vulnerable groups** (indigenous peoples, women, youth).
- **Community health & safety risks** (traffic, influx of workers, accidents).
- **IFC PS references**: PS4, PS5, PS7.

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7. Health, Safety & Environmental Risks

- **Occupational health & safety (OHS)**: hazard identification, emergency preparedness.
- **Pollution prevention**: air emissions, effluent, solid waste, hazardous materials.
- **Resource efficiency**: water, energy, raw material use.
- **Biodiversity & ecosystem services**: habitat disturbance, endangered species.
- **Climate change & resilience considerations**.
- **IFC PS references**: PS3, PS6, PS8.

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8. Compliance Assessment (IFC Crosswalk Table)

IFC PS	Requirement	Project Practice	Current Compliance Status	Gaps Identified	Recommended Actions
PS1	E&S Risk Assessment	ESMS in place but lacks climate risk	Partial	No climate scenario analysis	Add climate risk assessment
PS2	Labor & Working Conditions	Written contracts for direct staff; gaps in contractor oversight	Partial	Contractors not monitored	Extend ESMS to contractors
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9. Risk Assessment & Mitigation Plan

Area	Risk	Severity	Likelihood	Mitigation / Action Plan	Residual Risk	Responsibility	Timeline
Labor practices	Contractors not providing written contracts	Medium	High	Require formal contracts; regular audits	Low	HR Dept	Q1 2026
Supply chain	Forced labor risk in solar panel supply	High	Medium	Supplier due diligence & audits	Medium	Procurement	Before procurement

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10. Conclusion & Recommendations

- **Overall alignment with IFC standards**

- **Critical gaps** that must be closed before financial close.
- **Conditions precedent for financing** (e.g., finalize ESMS, conduct RAP, improve OHS).
- **Monitoring needs**: ongoing E&S reporting, third-party audits.

Appendices

- Site maps & photos
- List of documents reviewed
- Stakeholder consultation notes
- Detailed technical checklists
- National regulatory requirements crosswalk

✨ This format is “investor-ready” and mirrors what development banks and DFIs (IFC, AfDB, ADB) expect. You can adapt the depth depending on project stage (pre-feasibility vs. construction).
